



October 19, 2009

MEMORANDUM

TO: District Board of Trustees
FROM: William D. Law, Jr., President
SUBJECT: Recommendation for Bookstore Service Contract Extension

Item Description:

In November 2004, the Board authorized the College to contract with Follett for bookstore services, with an initial contract of five years. This Contract became effective as of March 31, 2005 and will continue in effect until March 31, 2010. Both parties shall review the Contractor's performance one hundred eighty (180) days prior to March 31, 2010. If the Contractor's performance is found to be acceptable by the College, the College may approve an extension of this Contract for twelve (12) additional months on the same terms and conditions.

Overview:

Tallahassee Community College Request for Proposal #2005-02 dated November 30, 2004, was approved by the District Board of Trustees in November 2004. Over the last five (5) years Follett has provided reliable services to the College and its students. The quality of service provided has been excellent and Follett has adhered to all aspects of the contract.

Salient Facts:

As authorized per the original Follett Contract, the Board can approve an extension of the current bookstore agreement. Follett, by action of its President, has requested the college consider the one year extension.

Past Actions:

The Board approved the initial contract at the November 2004 meeting.

Future Actions:

This Contract with Follett will expire March 31, 2010 unless the College grants a one (1) year extension which would create a new contract period beginning April 1, 2010 and ending March 31, 2011. All terms and conditions of the existing contract would remain in force. The College has three primary reasons for seeking an extension: 1) Follett has provided excellent service to the College and has addressed any and all issues that the College has brought forth; 2) the College will implement the new Higher Education Opportunity Act (HEOA) Textbook Affordability mandatory criteria in Summer of 2010 and has begun work with Follett to ascertain a smooth transition and added services for our students and; 3) the College would like to explore whether or not there will be a need to solicit and enter into long term contracts with bookstore providers in light of new technology that is available for students to download textbooks and materials. The College would like to analyze the type of contract(s) that may be needed to address future textbook needs of students in light of the changing marketplace, future economic projections and the growing financial demands that are being placed upon students to fund more of their education. The College feels that it is in the best interest of the student to explore all options prior to soliciting a RFP for future bookstore providers.

Funding/Financial Matters:

Fund Three Auxiliary Service Revenue.

Staff Resource:

Teresa Smith

Recommended Action:

Authorize the College to extend the bookstore contract with Follett for a one year period beginning April 1, 2010, until March 31, 2011.